

## SETTING UP FOR TROOP COURT OF HONOR

TROOP COURT OF HONORS / CARRY IN DINNER/ ADULT COMMITTEE MTGS are always held on the last Monday of April and the first Monday of October, from 6:30 p.m. – 8:30 p.m. Always try to start right on time.

The dates should be requested 8 – 12 months in advance by using a “Building Use Form”. Complete and return to the church secretary and she will see that the trustees get it. After it’s approved, it will be placed in the Scout’s mailbox. Always try to call the church a few days before to confirm that nothing has happened to your date and that you’re still on the calendar. Always ask if there’s anything going on before hand and if it’s OK to set up early.

Everyone brings their own table service and the troop provides beverages. In the past we would provide rolls and butter but ended up throwing most of it away. ☹

Need food tables under the north windows (usually set up three end to end). Need enough room so that the lines can go around both sides of food table.  
Need a drink table under the kitchen serving window (usually two is enough).  
Cover all with table paper.

Set up three long rows of tables of at least three end to end. Put salt & pepper shakers from the kitchen on the tables. Usually 2 sets per table. Extra tables are under stage.

Fill a coffee maker with water for 30 cups of coffee. Plug this in at 5:30 p.m.  
Make sure you have creamer and sugar and stirrers. Usually the church has some.  
If not, you’ll need to go out and purchase some. You may have to purchase coffee also.  
Usually make decaf coffee. We usually have styrofoam cups on hand. If we don’t, you make need to purchase some. Most people bring their own cups so only set out about 20.

You may need to purchase fruit drinks. Six gallons is usually enough. This is Daily’s type of drink that you can get at Hawkins. Iced tea is nice too. Make it unsweetened and have sugar and sweetner available. Or you can make drink in the orange drink cooler. It holds five gallons. Try to have some ice water available also. Ice is in the freezer in the room next to the kitchen. Please refill the ice containers. ☺

Bring the podium up to the left side of the stage.

You’ll need a table in the center for the lighting of the candles. Make sure at least a week before that we have good candles for the ceremony. Make sure there are matches or a lighter available. Lay out the small round clear glass dish for the matches to go on so that the boys don’t burn holes in the tablecloth with the burned out matches. Cover the tablecloth with plastic under the candles so that when the candles are blown out the wax doesn’t get on the tablecloth. (A dry cleaning bag works well) ☺

You will also have to make sure there is a scout manual available on the table so that the 12 points of the Scout Law can be read.

Set up about 80 chairs in a semi circle formation with an aisle in the center. This is where the flags will come up through. You should get the flags and stands out of the scout room and place them by the entrance so they will be there. ☺

That's about it. Just return everything to the way it was when you arrived when finished. ☺ I usually request the Fellowship Hall from 5:00 p.m. – 9:00 p.m. This allows plenty of time for set up and clean up.

**FELLOWSHIP HALL SET UP FOR COURT OF HONORS**

THIS IS AN **“FYI”**. AS CHAIRMAN OF THE **“SOCIAL COMMITTEE”** IT IS FAYE ENGLISH’S JOB TO SET UP FOR THE TROOP COURT OF HONORS. SHE WILL APPLY FOR THE BUILDING USE AND DO THE FOLLOW UP. SHE WILL ORGANIZE HOW MUCH HELP SHE NEEDS. 3 – 4 PEOPLE CAN DO THE SET – UP IN 30 – 45 MINUTES.

Thank you for your co-operation. Debbie Sickmiller ☺

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